



City of Seat Pleasant

Neighborhood & Commercial Compliance

311 68th Place, Seat Pleasant, MD 20743 Phone: (301) 336-2600 Fax: (301) 456-8681 www.seatpleasantmd.gov

Charitable Organizations and Religious License Application

20_____

DISCLOSURE: Please fill out application in its entirety if something doesn't apply please write N/A, **incomplete applications will result in denial of application and delay your Business license.** Licenses will be issued after inspection is completed and passed.

APPLICATION FOR CHARITABLE AND RELIGIOUS LICENSE

Please fill out application in its **entirety** if something doesn't apply please write **N/A. Incomplete applications will result in denial of application and delay your Business license.**

INFORMATION

☐ New ☐ Renewal If this is a renewal application, has the ownership of the business changed since the last application? _____

Charitable/Religious Name: _____ **IRS #** _____

Contact Owner's Name: _____

Business Address: _____

Main Phone Number: _____ Cell Phone: _____

Email _____

Secondary Contact Name: _____

Phone#: _____ Email: _____

Emergency Contact: Name _____ Telephone _____

Business Type: ☐ Faith-Based Institution ☐ Restaurant ☐ Bar ☐ Grocery/Convenience ☐ Real Estate ☐ Insurance ☐ Marketing/Advertising ☐ Printing ☐ Liquor ☐ Medical/Healthcare ☐ Tax ☐ Service ☐ Day Care ☐ Pest control ☐ Retail ☐ Laundromat ☐ Arts Related ☐ Bakery ☐ Pet Care ☐ Other

Number of Employees: _____ Year established: _____

Website: _____

Social Media: Facebook: _____ Twitter: _____

Instagram: _____ Other _____

IDENTIFICATION

Property Owner's Name _____

Property Owner's Address _____

Phone: _____ **Email:** _____

Person responsible for upkeep and maintenance of the interior of the property: ☐ Owner ☐ Tenant

Person responsible for upkeep and maintenance of the exterior of the property: ☐ Owner ☐ Tenant

Person responsible for utilities (water/electric): ☐ Owner ☐ Tenant

Person responsible for snow removal: ☐ Owner ☐ Tenant

Person responsible for trash removal: ☐ Owner ☐ Tenant

APPLICATION CHECKLIST

All applicable the items MUST be provided at time of application. **Failure to include proper documentation will result in a delay of your License and possible fines.** No licenses will be issued until after all documents are submitted, approved, and inspection has been completed and passed. Inspection checklist is attached.

- ☐ Trash Collection – (submit contract or invoice)
- ☐ IRS Determination Letter
- ☐ Copy of Prince George’s County Use and Occupancy (U & O) permit
- ☐ Copy of current Prince George’s County Health Department Inspection certificate for all commercial businesses that prepare food on-site (this is an Annual Inspection)
- ☐ No unpaid Real or Personal Property Taxes
- ☐ State License (if applicable)

Must be and remain in good standing or active with the State of Maryland. Compliant with all Maryland State laws, Prince Georges County and City of Seat Pleasant Codes and Ordinances. Failure to do so will result in suspension of Business License

FEE CALCULATIONS

1. Non-Profit Organization/Faith Based Institution Fee **\$0.00**

2. Late Fees:

Renewal after Deadline (June 30th) - \$100.00

Operating without valid license – \$1000.00 \$_____

TOTAL: \$_____

APPLICANT SIGNATURE

I hereby certify that the information on this application is true and correct. I hereby certify that I am the business of the subject property and have received permission through a lease or have ownership to conduct business at the property. I am familiar with the applicable codes, requirements and fines of the City of Seat Pleasant. Therefore, I take full responsibility for all code compliance issues as it relates to the upkeep of the building. Further I agree to conform to all applicable laws and ordinances of jurisdiction to the City of Seat Pleasant.

_____ Owner/Representative’s Printed Name	_____ Title	_____ Signature	_____ Date
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PLEASE ALLOW TWO WEEKS FOR PROCESSING

